

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
BUSINESS INFORMATION SYSTEM PROGRAM  
DUTY STATEMENT**

**LEVEL: ASSISTANT INFORMATION SYSTEMS ANALYST**

**TITLE: BIS Program Support Analyst - EHS**

**POSITION NUMBER:**

**065-501-1479-804**

**WORK SETTING:** Under the supervision of the Data Processing Manager II, Environmental Health and Safety (EHS), Business Information System program (BIS), the Assistant Information Systems Analyst (Asst. ISA) performs general or basic system analysis of the BIS SAP system for the development and training of the end-users of the Enterprise Resource Planning (ERP) Solution for the California Department of Corrections and Rehabilitation (CDCR). The Asst. ISA performs average analytical duties, at the entry or first journey level, related to the collection of data and trend analyses of occupational and public health programs for employees of the CDCR. The incumbent will work with Enterprise Information Systems (EIS) and Environmental Health and Safety (EHS) staff to implement new functionality into the EHS module which was developed to track and control the annual CDCR employee Tuberculosis (TB) screenings and vaccination program. The Asst. ISA assists with the development, refinement, and maintenance of other program monitoring tools that will help to identify problem areas in occupational and public health within the CDCR facilities (e.g. prisons with high exposure rates).

The primary goal of the BIS Program is to maintain an integrated, automated, and standardized ERP Solution for the Department. This position requires that the incumbent perform the essential functions of using a computer for data entry and development into both word processing and technical software. The incumbent must possess excellent grammatical, writing, and speaking skills, a working knowledge of Word, Excel, Visio, Adobe Print Shop, and PowerPoint. Some stooping and lifting may be required in the retrieval and/or movement of documents and policy materials and/or the use of a hand cart to transport documents and/or equipment.

Travel and overtime may be required.

**CONTACT WITH OTHERS:** The incumbent has regular contact with:

- Adult Institutions and Juvenile Justice Facilities — Warden, Chief Deputy Warden, Associate Warden, Business Manager, Superintendent, Executive Superintendent, Assistant Superintendent, and Business Operations.
- Headquarters—Accounting Management Branch, Budget Management Branch, Business Management Branch, Office of Facility Management, Office of Contract Management, Enterprise Information Services Division, Human Resources, Office of Labor Relations, Office of Civil Rights, Office of Risk Management and Policy and Evaluation Division.
- Control Agencies—State Controller's Office, Department of Finance, Department of Personnel Administration, Department of Technology Services, State Compensation Insurance Fund and Department of General Services.

**SUPERVISION EXERCISED:** N/A

**SUPERVISION RECEIVED:** Data Processing Manager II

**DUTIES:**

**35% System/Service Enhancements:**

- Resolves the less complex technical questions and problems regarding the EHS module
- Assists in the design, configuration, testing, and implementation of more complex new functionality, including enhancements or application of new business alignments to existing functionality in the EHS SAP modules (Contracts)
- Assists in developing and/or performing technical analysis of proposals
- Assists in determining the impact of upgrades to existing systems and services
- Assists in performing evaluations and recommendations approval/rejection of new systems and special purpose vendor supplied applications
- Assists in analyzing, testing, installing special purpose vendor supplied software packages, operating

systems, and utility software upgrades and patches

- Assists in researching, testing, and implementing network/workstation configuration changes
- Assists in developing effective solutions for the implementation of new functionality with other SAP module Technical and Functional team members and all impacted business owners to ensure integration issues and possible impacts have been identified and properly addressed
- Designs simple reports and assists in the design of complex reports

30% **Project Management:**

- Assists in contributing towards the development and review of project related documentation such as Request for Proposals, Feasibility Study Reports, and Post-Implementation Evaluation & Review
- Assists in developing budgetary, contractual, and administrative requirements
- Assists in identifying and applying requirements of oversight and regulatory agencies
- Assists in performs project management, reporting tasks, and implementation plans
- Assists in performs post-implementation evaluation reviews
- Applies creative thinking while assisting in the design and development of methods of processing information with the SAP information system to ensure clients are provided constant support of the EHS business processes

25% **Service Disruptions:**

- Assists the higher level analysts for systems troubleshooting
- Assists the technical advisors in solving system problems and achieving the best use of available hardware/software resources
- Assists the EHS Team analysts with vendors to report/troubleshoot special purpose vendor supplied application software problems
- Assists in identifying and resolving problems with system and configuration software

10% **Administrative/Training**

- Keeps current with IT trends and products, especially those related to SAP, the CDCR Client/Server applications, network configurations, SAP procedures and roles, and State directives
- Assists in conducting training to end users and lower level analyst
- Prepare status reports

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Signature

Date

Supervisor's Signature

Date